

IC Memorandum 14-17



To: KEHP Insurance Coordinators (ICs)
From: Department of Employee Insurance (DEI)
Re: Updated Information
Date: May 16, 2014

There are several items we would like to bring to your attention that will help the Enrollment Information Branch (EIB) process in a more accurate and timely manner.

1.) MET (Medicaid Eligibility/Termination) Form

- An updated version of the [MET form](#) has been added to the website. Please make sure you are using this form, with a revision date of 5/2014.
- Make sure you are using this form for any QEs involving:
 - Medicaid*
 - KCHIP
 - Managed Care Organizations
 - kynect

Note: If the person gaining/losing coverage is an adult dependent, they must fill out and sign the MET form. The form must be submitted to and completed by Randy Compton's office prior to sending it to DEI.

If you have any questions, please do not contact Randy Compton's office. Please contact [Kimberly Dennis](#) with EIB.

2.) PEND STATUS Process Change

- Any form** submitted to EIB that is placed in "PEND STATUS" and that requires supporting documentation or additional information regarding the requested action(s), will only stay in this status for 35 days.
- **After 35 days in PEND STATUS the form will be rejected** for failure to provide supporting documentation or the additional required information.

*The following Managed Care Organizations provide Medicaid coverage in Kentucky: Anthem, CoventryCares, Humana CareSource, Passport Health Plan, and Wellcare of Kentucky

** Forms are as follows; Applications, Add/Drop, MET, Update, Tobacco Affidavit and Post Tax form. This may also include additional forms as new forms are created.

